

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Permit Technician	Job Family: 3
General Classification: Front-Line	Job Grade: 17

Definition: To perform a wide variety of technical, paraprofessional support and customer service duties related to the Building Division.

Distinguishing Characteristics: General supervision is provided by the Building Official. May receive functional or technical supervision from department staff. May exercise functional or technical supervision over other clerical positions.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Efficiently process building permits and miscellaneous permits; ensure all necessary approvals are obtained.
2. Perform elementary plan checking duties at the counter, reviewing for completeness and for conformance to building and other appropriate policies and procedures as assigned.
3. Respond to inquiries and confer with builders, engineers, contractors, architects and the public concerning submitted requirements, building codes and permit regulations at the counter and over the phone.
4. Calculate various valuations, plan check fees and permit fees; collect and process various fees; balance the cash drawer, as necessary.
5. Prepare and coordinate pre-site inspection data; assist with the gathering of data for inspection reports and investigations.
6. Sort and file documents and records, maintaining alphabetical, index and cross-reference files; maintain complex office records related to building inspection and code enforcement.
7. Maintain a variety of statistical records; check and tabulate statistical data; prepare simple statistical reports.
8. Operate standard office equipment, including microcomputer equipment as assigned.

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9. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Organization, procedures and operating details of the Building Division; building terms and codes; construction practices and materials; English usage, spelling, grammar and punctuation; office methods and equipment, including filing systems.

Ability to: Compose correspondence; read, understand, interpret and explain rules and regulations; maintain complex records and prepare reports and answer questions from records; learn the organization, procedures and operating details of the Building Division; perform clerical work, including maintenance of appropriate records and preparation of general reports; verify and check files and data; perform simple mathematical calculations; quickly and accurately process permit fees; establish and maintain effective working relationships with City staff and the public; operate a variety of automated office equipment, including computer and related applicable software; type at a speed of 45 net words per minute.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Three years of experience in a public building permit review setting; equivalent to the completion of the 12th grade supplemented by college level courses in construction management or building inspection techniques.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid California driver's license.

Established September 1991

Revised May 1995

CLASS SPECS

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